



Lucas County
PeopleSoft Implementation Project
Project Glossary



Account Code	The number in PeopleSoft HRMS used to identify the accounting distribution of the various expenses and deductions.
Accrual	Any hours that employees accumulate for use at another time. Examples: vacation, sick leave, comp time.
Action Reason	The reason an employee's job or employment information is updated. Entered in two parts: a personnel action (promotion, termination, etc.) and a reason for the action.
Actual Date	Calendar date in which a punch occurred.
ADAS	Alcohol and Drug Addiction Services
Advice	The form that employees who choose Direct Deposit receive instead of a paycheck. Also called a Receipt.
AFSCME	American Federation of State, County, and Municipal Employees - union
Agency	Appointing authority, Lucas County board, or Lucas County commission (similar to Department)
AMO	American Maritime Officers - union
Array	Elements that enables extraction of information based on a column value.
Attendance	A component of time reporting whose purpose is to apply business rules related to Benefit Entitlement and Administration and Organizational Administration to time reported as worked or not worked, and to satisfy other reporting needs.
Award	A special payment to an employee for certain prescribed kinds of activities or accomplishments.
Base Pay	A pay components included in the job compensation calculation.
Batch Process	The background programs in the client/server environment of PeopleSoft applications.
Benefit Eligibility	The Pension Administration function that determines if employees are eligible for retirement or health benefits. Benefit eligibility is broader than pension administration.
Benefit Plan	A specific benefit within a benefit plan type.
Benefit Plan Type	Any category of benefit, such as health (medical, dental, prescription), life, or savings.
Benefit Program	A set of benefits and/or deductions valid for an employee or group of employees.
Benefits Base	The salary used for benefits calculations.
BMR	Board of Mental Retardation, also called MRDD
Break in Service	A period of time for which an employee does not meet defined service requirements.
Business Process	A series of tasks or procedures that yield a specific result.
CAFR	Comprehensive Annual Financial Report.
Category	The primary level of a two-tier structure of training courses.
CBA	Collective Bargaining Agreement
CDTU	Centralized Drug Testing Unit
Change Control	<i>Definition pending</i>
Change Management	An organized, systematic application of knowledge, tools, and resources. Designed to facilitate transformation of business policies, procedures, and organizational culture.
Chart Field	The PeopleSoft label for Lucas County's accounts. Some of the delivered chart fields are Fund, Account, Department, Project, and Program.
Child	A node or detail of a tree to another, higher-level node referred to as a parent. Child nodes can be rolled up into their parent.
CJCC	Criminal Justice Coordinating Council
Clock Hour Reporting	Method of reporting time by recording actual times in and out (start and stop).
Cloning	The process that enables copy run controls to create employee schedules from existing Run Control Ids that have already been executed and saved. This is broader than schedules and run control IDs.
Close Date	The date in which time entry is no longer allowed for a given pay period.
Compensation	The process by which an employee is remunerated for services rendered to, or work performed on behalf of a business entity.
Compensation Package	All of the base and non-base components on a job row as well as benefits offerings.
Compensation Rules	Business methodology or logical process that is applied to reported time to determine payable time.



Lucas County
PeopleSoft Implementation Project
Project Glossary



Compensatory Time	An employee benefit where time off is granted in exchange for time worked based on County-defined criteria. Also called Comp Time
Contingent Beneficiary	Any non-spouse pension beneficiary, including a child, other relative, or a trust. Spousal consent is required for an employee to name a contingent beneficiary. Spousal consent is NOT required for life insurance beneficiaries which also allow contingent beneficiaries.
Contractor	Any individual or non-employee reporting time that will not be paid through the payroll system.
Conversion	Converting data that exists in one system to another system.
Coverage	An employee's chosen benefit plan and coverage level.
CSB	Children's Services Board
CSEA	Child Support Enforcement Agency
CTF	Correctional Treatment Facility
Current Period	The earliest pay period for which the close date has not passed.
Current State	The way Lucas County does business today. Includes business processes, organizational structure, technology, people, and culture.
Customization	Modification of the delivered baseline product.
Cut-over	Turning off the legacy software system and starting the new system, as well as converting data from the old to the new.
Data Extract	A report that creates a file used to transmit data to a third party on magnetic media.
Data Row	Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.
Day Breaker	County-defined time that is used to determine when one day becomes the next.
Department	Appointing authority, Lucas County board, or Lucas County commission (similar to Agency)
DR	Domestic Relations (Court)
Drill Down	The ability to go down to the next level of detail in a set of data.
EAP	Employee Assistance Program (Harbor Behavioral Healthcare)
Early Punch	A punch that is more than the predefined number of hours/minutes before a scheduled punch--time reporter is warned.
Earnings	The amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, vacation, and bonus pay.
Earnings Code	Codes that represent the various types of earnings such as regular, overtime, and leave.
Effective Date	A method of dating information in the system. Usually defaults to the system's current date.
EIN	Employee Identification Number. Used to identify the tax accounts of businesses.
EMA	Emergency Management Agency
EMS	Emergency Medical Services
Enterprise	All of the business units of the organization.
ERP	Enterprise Resource Planning. Typically a system that integrates several parts of an organization, such as HR, Finance, Benefits, Payroll, and Treasury.
ERPIT	Enterprise Resource Planning Implementation Team
Establishment	A place where a company does business, also used in regulatory reporting.
Event	An occurrence or happening.
Event Class	An event or type of event that results in a change of benefits eligibility for an employee or dependent.
Event Maintenance	Process that enables management of ongoing enrollments during a plan year.
Exception	County- or system-defined conditions applied to scheduled, reported, or payable time that requires audit or review.
Exception Rules	Rules that apply to scheduled, reported, or payable time to determine conditions that require audit or review.
Exception Time Reporting	A method of time reporting where only differences to the employees' schedules are provided.
Fix	A vendor-supplied solution to an issue or a software code problem. See also: Patch.
Flexible Hours	Hours during the workday, workweek, or pay period during which employees covered by a flexible work schedule may choose to vary their times of arrival and departure from work.



Lucas County
PeopleSoft Implementation Project
Project Glossary



Flexible Work Schedule	A method of scheduling employees' time that is based on a range of flexible hours of start and stop times and core work hours.
FLSA	Fair Labor Standards Act. A federal regulation governing several time and labor issues. FLSA overtime requires that all non-exempt employees be paid at a rate of time-and-a-half for all hours over 40 physically worked during a workweek.
FMLA	Family Medical Leave Act. A federal regulation that protects health benefits and job restoration for employees who must take a leave from work to care for themselves or family members.
FROGS	Acronym for the Lucas County Financial portions of PeopleSoft. Stands for Financial Reporting Online Government System.
FTE	Full Time Equivalency. FTE is the percent of full time the employee should normally work in the job. Full time is defined by the Standard Hours specified in either the Salary Plan Table or the Default Standard Hours.
Functional Leads	Lucas County experts from functional areas (HR, Payroll, Benefits, Finance, Treasury) who assist users, perform research and development, provide training, and troubleshoot PeopleSoft problems. (Same as Super Users or Power Users.)
Future State	The way Lucas County anticipates things will be once desired changes are implemented. May include new processes, organizational structure, technology, job roles, or culture.
Go-live	Using the new system as the production system.
GREEN	Acronym for the Lucas County HR/Payroll/Benefits portions of PeopleSoft. Stands for Government Rapid Employee Exchange Network.
Group	Any set of records associated under a single name or variable to run various calculations.
Group Security	The ability to grant or deny access to groups.
GTD	General Trial Division
Health Benefits Code	An alpha-numeric code that identifies each Health Benefit plan.
Health Benefits Effective Date	Date the Health Benefit plan goes into effect or the effective date of cancellation.
Help Desk	A central point for resolving issues and help with general software problems. Staffed by knowledgeable subject matter experts in functional and technical areas.
HR	Human Resources
HR Action/Reason Code	A group of related job actions--for example, new hire and rehire--treated similarly for pension purposes.
IBEW	International Brotherhood of Electrical Workers - union
IJS	Integrated Justice System
Implementation Partner	A system implementer contracted to assist the County with the PeopleSoft implementation. Lucas County's partner is Acuent, Inc.
Integration Testing	Testing of the individual components of the PeopleSoft system.
Interface	A computer program that links data from two separate systems.
Issue Log	A log used to capture, monitor, and resolve issues that arise during the implementation.
JDC	Juvenile Detention Center
JFS	Job and Family Services (formerly Human Services/Welfare)
Key	One or more fields that uniquely identify each row in a table.
Kiosk	A stand-alone machine that connects to the PeopleSoft system. Allows access to the system and is especially useful for employees who do not have their own personal computer.
Labor Distribution	The process of distributing payroll expense to the corresponding payable time entries generated in PeopleSoft Time & Labor.
LCIS	Lucas County Information Services (also known as IS)
Legacy System	The current or existing system.
Level	The section of a tree that organizes groups of nodes.
Lucas Erpit	The mascot for the PeopleSoft implementation project.
MOU	Memorandum of Understanding
MRDD	Mental Retardation and Development Disabilities, also called BMR
Navigation	Movement between screens in PeopleSoft.
OMB	Office of Management and Budget



Lucas County
PeopleSoft Implementation Project
Project Glossary



OPBA	Ohio Patrolman's Benevolent Association - union
PAFR	Popular Annual Financial Report.
Parallel Test	A test specific to payroll where the exact type of payroll is run using the legacy and PeopleSoft systems. Any differences between the two systems must be reconciled.
Patch	A vendor-supplied solution to an issue or a software code problem. See also: Fix.
Pay Basis	A code indicating the principal condition in terms of time, procedures, or criteria, that serves as a basis for computing employees' pay.
Pay Calculation	Formula that calculates an employee's gross to net.
Pay Entity	The organization responsible for making payments to payees.
Pay Group	A set of employees grouped together for payroll processing. A way to "bundle" payees for more efficient processing.
Pay Plan	A code that denotes the pay schedule under which an employee is paid.
Payee	Any payroll recipient.
Personnel Action	Changes to employee data or status resulting from such activities as promotions, transfers, terminations, salary increases, and leaves of absence.
PGO	Professional Guild of Ohio - union
Plan Eligibility	Function that uses job data to determine whether an employee may participate in a pension plan or health benefits program.
Position	The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes, which can be considered the electronic version of the Position Description.
Position Description	An official description describing duties and responsibilities of an employee.
Position Number	A number that identifies an authorized Position.
Positive Input	Data such as hours worked or a bonus amount entered for elements that change each pay period.
Positive Time Reporting	A method of time reporting in which all elements of time must be provided.
Post-Production Support	Support of the production environment after the go-live date. Usually supplied by the implementation partner.
Power Users	Lucas County experts from functional areas (HR, Payroll, Benefits, Finance, Treasury) who assist users, perform research and development, provide training, and troubleshoot PeopleSoft problems. (Same as Functional Leads or Super Users.)
Rapid Time Entry	The process that enables daily entry of time for single employees without the system editing the field entries.
Rate Code	Alpha-numeric reference to the cost per hour or unit of time reported to a specific Time Reporting Code.
Rates	The arrays of values used to calculate the cost of a plan to an employee.
Reason Code	A code describing employee time (such as comments for sick time or travel time) or describing why an action occurred (such as Leave of Absence or Short Term Disability).
Receipt	The form that employees who choose Direct Deposit receive instead of a paycheck. Also called an Advice.
Reported Time	Clock time or elapsed time provided to the system by the user.
Salary	The rate of compensation received by employees.
SanEng	Sanitary Engineer (Commissioners/Public Service)
Self Service	PeopleSoft functionality that allows employees and managers to complete transactions and interact with the system themselves.
SetID	The label that the PeopleSoft system uses to identify the control table grouping.
Sibling	A tree node at the same level as another node, where both roll up into the same parent.
Status Position Code	A code that identifies the various conditions of a position--frozen, classified, etc.
Stress Testing	<i>Definition pending.</i>
Super Users	Lucas County experts from functional areas (HR, Payroll, Benefits, Finance, Treasury) who assist users, perform research and development, provide training, and troubleshoot PeopleSoft problems. (Same as Functional Leads or Power Users.)



Lucas County
PeopleSoft Implementation Project
Project Glossary



T&S	Technical and Support - collective bargaining unit
Tax Updates	Vendor-supplied updates to tax code information. Usually applied like a fix/patch.
Teamsters	Labor union
Time Reporting Code	A hybrid of two PeopleSoft objects: the Payroll Earnings Type and the HR Absence Type. Also called TRC.
UAT	User Acceptance Testing. The last series of tests before cut-over. This testing reinforces training and ensures the system meets the needs of the user community.
UAW	United Auto Workers - union
Validation	Verification of data entry, processes, reports, etc.
Visioning	A meeting or set of meetings to develop a high-level design of the future state of business processes. Meetings are conducted with subject matter experts.
VSC	Veteran Service Commission
Web	The Internet, also known as the World Wide Web.
Workflow	The flow of work and processes in a system.